

**SOCIAL
WORKER
GS-0185-12**

**FAMILY SERVICES
CENTER**

INTRODUCTION

This position is located at the Family Service Center, Naval Air Station Lemoore, CA. This position is responsible for the management of the ~~Family Advocacy Program and Program staff.~~ *Counseling*

MAJOR DUTIES

- Incumbent is an expert in the area of Family Advocacy issues. Develops programs for the effective treatment of violent families. This includes families where there has been child physical and emotional abuse, child neglect, child sexual abuse, spouse abuse and sexual assault. This will encompass overseeing all FAP cases through the case management process, ensuring that all cases are updated regularly and treatment is coordinated and followed through. Case consultation with clinicians regularly to provide comprehensive services for clients. This includes responsibility for FAP programming and supportive crisis counseling with FAP cases.
- Develops model programs for Family Advocacy cases. Develops strong evaluative criteria and follow-up with clients to determine effectiveness of programming. Continues to strive towards process improvement, so that future incidents of violence are prevented.
- Incumbent coordinates and develops Memorandums of Understanding with community agencies that we network with, regarding Family Advocacy Cases. Incumbent writes local instructions for the smooth handling of Family Advocacy cases.
- Supervises the FAP outreach worker and secretarial positions. Providing direction regarding case management and the processing of Family Advocacy case files.
- Develops training course for emergency (Security, NIS, and Naval Hospital) personnel for handling of Family Advocacy cases. Develops training for Commanding Officers and other key command personnel regarding responsibilities in Family Advocacy cases. Develops training for Child Care personnel and others having responsibility for the detection and referral of victims.
- Develops and implements a strong record keeping system for the Family Advocacy Program, which meets the needs of local Judicial system, Navy medical department and Navy instructions. Ensures that the FAP Program and record keeping system has accountability and quality assurance built in as an integral aspect of the system.

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- Provides case consultation to Commands and professional counseling services to individuals, families and groups involved in Family Advocacy. Taking particular responsibility for crisis cases involving FAP families and networking agencies. Rotates as on-call counselor for the FSC Watch Bill.

- Takes overall responsibility for the Case Review Subcommittee; letters to commands, case presentation and treatment recommendations. Ensures that committee is educated as to their responsibilities and that commands are notified of meetings.

- Attends and reports to the base Family Advocacy Committee Quarterly.

FACTOR 1 KNOWLEDGE REQUIRED BY POSITION

- Knowledge of the Department of the Navy Family Advocacy Program. Incumbent must also be knowledgeable of effective interventions for Family Advocacy cases. Incumbent must be an expert in the area, so that he/she can develop model programs for both this center and other same size centers.

- Knowledge of federal government social service policies, regulations and procedures. *Requires license as a LCSW or M. P. C. by Dept of Navy and other training requirements.*
- Knowledge of professional social work clinical services and Family Advocacy treatment to consult with professional counselors. *10/28/18*

- Knowledge of state and community social service agencies, their programs and functions.

- Knowledge of state and federal laws concerning family violence.

- Knowledge of problem solving and prevention associated with Family Advocacy issues. Also an understanding of the psychosocial dynamics with high risk families and the ability to train and oversee staff involved with the case management tasks in the Family Advocacy Program.

- Knowledge and experience regarding the case management process as it differentiates from the clinical process.

- Ability to recognize and define social problems, to independently reach accurate conclusions. make sound recommendations and decisions and provide appropriate solutions.

- Knowledge of military lifestyle and situations which can create a family or crisis.
- Ability to express oneself orally and in writing. To meet and deal with diversified groups and organizations and to be able to compose written reports and material clearly, concisely and effectively.

FACTOR 2 SUPERVISORY CONTROLS

- Immediate supervisor is the Deputy Director/Chief of Clinical Services of the Family Service Center.
- Incumbent has full program responsibilities and is expected to resolve difficulties of program level independently.
- Incumbent is expected to set program priorities, techniques of implementation, work procedures and deadlines independently.
- Incumbent will consult with Chief of Counseling concerning the overall functions of the FAP.

FACTOR 3 GUIDELINES

- The guidelines for this position and program can be found in such sources as the Bupers manual, OPNAV Instructions, NASLEM Instructions, professional standards appropriate to the field, and direction from the Deputy Director.

FACTOR 4 COMPLEXITY

- This position requires a sound background in social work in order to make comprehensive decisions regarding families at high risk. This position will deal with a great diversity of situations and there may be no clear guidelines or procedure regarding particular cases.

FACTOR 5 SCOPE AND EFFECT

- The effectiveness of the FAP Program relates directly to the well-being of the military family and their dependents and directly effects the morale and contentment for the Navy personnel to accomplish the mission of the Navy.

FACTOR 6 PERSONAL CONTACTS

- Incumbent has frequent contacts with diversified military and civilian groups. Contacts in this position will include individual military personnel, families and groups, including civilian agencies both private and organizations. Contact also involves dealing with different people due to their life situation.

FACTOR 7 PURPOSE OF CONTACTS

- Contacts are made to obtain and exchange information, coordinate activities, discuss problems and develop solutions, advise on case problems and coordinate services for FAP clientele.

FACTOR 8 PHYSICAL DEMAND

- Duties involve a normal amount of sitting, standing and walking. There are no unusual physical demands or activities.

FACTOR 9 WORK ENVIRONMENT

- This position subjects incumbent to a high stress level on a continual basis. Work is performed in a normal office setting with adequate lighting and temperature controls. Duties require occasional travel to other activities and offices within the Kings County area and the use of large conference rooms for group dynamics. Occasional travel outside the Lemoore area is also necessary.